

OLDMANS TWP BD OF ED-03303860 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Off-Site Assessment Tool	Certification and Benefit Issuance		103	01/11/2019	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 06/10/2019 12:50 PM	CAP Accepted			
	CAP Submitted PAMELA ZOOK 04/25/2019 01:24 PM	The applications are rolled over for 30 calendar days from the first day of service or until a new application is determined.			
	CAP Rejected Lea Berry 04/11/2019 01:26 PM	The applications should be rolled over for 30 calendar days from the first day of service or until a new application is determined.			
	CAP Submitted PAMELA ZOOK 01/11/2019 10:29 AM	The student's eligibility will roll into the new school year and will not be changed until the application is verified in the next school year. Date approved by BOE was 1/2/19 and will be implemented 9/2019.			
	Flagged Lea Berry 12/12/2018 10:30 AM	<p>A student's free or reduced price eligibility from the prior academic school year must be carried over into the current school year for up to 30 operating days beginning on the first operating day of school or until a new eligibility determination is made in the current school year, whichever comes first. It is strongly suggested that a SFA representative view the Certification & Benefit Issuance Determining Officials webinar, which can be located in the Training Tab in SNEARS, in order to fully understand the free and reduced price application process.</p> <p>Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>			
On-Site Assessment Tool	Certification and Benefit Issuance		126	01/11/2019	CAP Accepted

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Corrective Action History	CAP Accepted Lea Berry 06/10/2019 12:48 PM	CAP Accepted			
	CAP Submitted PAMELA ZOOK 04/25/2019 02:04 PM	Noted on the application are dates that the family was called asking them to provide an updated case number. When no response, the status was changed to paid on 12/11/18. Notes were entered on the attached document. We had a date of correction of 12/11/19, but meant 12/11/18.			
	CAP Rejected Lea Berry 04/11/2019 01:15 PM	How was this corrected? Did the family provide a case number or did they fill out a new application with income? Please complete the SFA-1.			
	CAP Submitted PAMELA ZOOK 01/11/2019 11:40 AM	This was corrected on 12/11/19.			
	Flagged Lea Berry 12/12/2018 10:31 AM	<p>Incomplete and/or incorrectly determined applications were found during the State Agency review of the selected applications.</p> <p>Application number 11 did not have the correct amount of digits to be a correct case number. The family was called to clarify.</p> <p>Errors were recorded on the Eligibility Certification and Benefit Issuance Worksheet (SFA-1.) The SFA must indicate the date of correction for all application errors in SOARS.</p>			
Afterschool Snack Program	Afterschool Snack Program	OLDMANS TWP SCHOOL		01/11/2019	CAP Accepted

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<p>Corrective Action History</p>	<p>CAP Accepted Lea Berry 04/11/2019 01:23 PM</p>	<p>CAP Accepted</p>			
	<p>CAP Submitted PAMELA ZOOK 01/11/2019 03:33 PM</p>	<p>Production records have been provided to the staff. Each week, they will be given to the SBA who will keep in a binder for 3 years. Staff and students were told about the two component requirement.</p> <p>The SBA will note on the September Action Plan that the program must be monitored within the first 4 weeks of school. The program was monitored 1/10/19.</p>			
	<p>Flagged Lea Berry 12/12/2018 10:30 AM</p>	<p>As discussed at the exit conference findings were found in these areas:</p> <ul style="list-style-type: none"> • Production records must be completed daily and maintained for a minimum of three years. • Snacks claimed for reimbursement must meet the 2 component per student requirements. • The program must be monitored within the first 4 weeks of operation each year. <p>Explain in detail, how the finding(s) will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>			
<p>On-Site Assessment Tool - Site</p>	<p>Meal Components and Quantities - Day of Review</p>	<p>OLDMANS TWP SCHOOL</p>	<p>400</p>	<p>01/11/2019</p>	<p>CAP Accepted</p>

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Lea Berry 04/11/2019 01:23 PM	CAP Accepted			
	CAP Submitted PAMELA ZOOK 01/11/2019 11:37 AM	The Food Service Supervisor will review inventory in advance to make sure that supplies are received and prepared for the meals of the week. Staff will monitor serving lines. Production records were provided and will be maintained. This was implemented 1/2/19.			
	Flagged Lea Berry 12/12/2018 08:37 AM	<p>All 5 required meal components for lunch must be available on every serving line/serving area prior to the beginning and during the entire meal service. If a serving line/serving area runs out of a component, the SFA must immediately add the missing meal component before any additional meals are claimed for reimbursement. To help assure that required food components are available, food service personnel should monitor the serving lines/serving areas throughout the meal service. Accurate production records must be kept and should be used to plan appropriate quantities of meal components.</p> <p>Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>			
On-Site Assessment Tool - Site	SFA/Sponsor On-Site Monitoring	OLDMANS TWP SCHOOL	901	01/11/2019	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 04/11/2019 01:22 PM	CAP Accepted			
	CAP Submitted PAMELA ZOOK 01/11/2019 11:33 AM	The SBA will use Form 142 and listed on December's Action Plan to conduct an On-Site review each year. The On-Site review was done 1/10/19.			
	Flagged Lea Berry 12/12/2018 12:19 PM	All SFAs must conduct an on-site accountability review of lunch and breakfast prior to February 1st each school year. The NSLP On-Site Accountability Review Form (#142) must be used. Accountability reviews must be conducted by an SFA employee. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.			

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Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool - Site	Civil Rights	OLDMANS TWP SCHOOL	811	01/11/2019	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 04/11/2019 01:22 PM	CAP Accepted			
	CAP Submitted PAMELA ZOOK 01/11/2019 11:36 AM	The correct poster was hung on 1/8/19. We will ask at monthly meetings and check the website for updates.			
	Flagged Lea Berry 12/12/2018 10:30 AM	<p>SFA did have the current USDA "And Justice for All" poster displayed in a prominent location and visible to the students, however the poster was not the correct poster. There is a new updated poster that was sent to all SFA's.</p> <p>Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>			
On-Site Assessment Tool	Civil Rights		810	01/11/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Lea Berry 04/11/2019 01:16 PM	CAP Accepted			
	CAP Submitted PAMELA ZOOK 01/11/2019 11:39 AM	<p>For #213 was found and placed on the school's website on 1/8/19.</p> <p>We will review the Dept. of Agriculture's website before the school year starts to make sure correct forms are used.</p>			
	Flagged Lea Berry 12/12/2018 08:34 AM	<p>The current USDA non-discrimination statement must be included on all program materials/documents distributed to households or posted on the SFA's website. The current statements [regular and shortened version for limited space (Form #213)], are available on the Department of Agriculture Forms web site or at the following link: http://www.fns.usda.gov/fns-nondiscrimination-statement.</p> <p>The "We Have Checked Your Application" Letter is not current and has the wrong non-discrimination statement. There is an updated letter on the Department of Agriculture's website.</p> <p>Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>			
Off-Site Assessment Tool	Civil Rights		806	01/11/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Lea Berry 04/11/2019 01:07 PM	CAP Accepted			
	CAP Submitted PAMELA ZOOK 01/11/2019 11:47 AM	The person in charge of the application process will receive annual Civil Rights Training through our online training program. The superintendent enrolls all staff in training each year and will include this training starting January 2019.			
	Flagged Lea Berry 12/12/2018 10:30 AM	<p>Annual civil rights training is required for all staff who interact with program participants or applicants (e.g. cafeteria staff, free/reduced application approval). The SFA must keep documentation of the annual training that includes staff who attended, date of training and topics covered.</p> <p>Carol Hankins, the determining and verifying official, did not have civil rights training.</p> <p>Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>			

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Section	Form subsection	Site Name	Question #	Due Date	Status
Off-Site Assessment Tool	Professional Standards		1209	01/11/2019	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 04/11/2019 01:07 PM	CAP Accepted			
	CAP Submitted PAMELA ZOOK 01/11/2019 03:06 PM	Every year, the staff are required to take online training. We will find training opportunities before the school year to make sure that all staff meet the requirements. The district allows staff to attend the School Nutrition Annual Conference each year. Board approved 1/2/19.			
	Flagged Lea Berry 12/12/2018 10:29 AM	<p>Office, administrative or other staff who work on school nutrition program related activities regularly throughout the school year are required to meet annual training requirements. Staff working 20 or more hours per week must complete 6 hours of annual training that is relevant to their job duties. Teachers or staff serving breakfast/lunch in the classroom must complete 4 hours of training. Training may be obtained in many ways, such as in-person, online, through local meetings, live or recorded webinars, conferences, state agency training, etc. A variety of free and low-cost training resources and formats are available. A good resource is the database of training opportunities available at: http://professionalstandards.nal.usda.gov</p> <p>Carol, The determining and verifying official must have civil rights training yearly.</p> <p>Explain, in detail, the specific steps that will be taken to meet the annual training requirement and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.</p>			
Afterschool Snack Program	Afterschool Snack Program	OLDMANS TWP SCHOOL		01/11/2019	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 04/11/2019 01:04 PM	CAP Accepted			
	CAP Submitted PAMELA ZOOK 01/11/2019 03:35 PM	Production records were given to the staff. Staff has been made aware that two components must be taken to be counted as a reimbursable snack. Board approved 1/2/19 and monitored 1/11/19.			
	Flagged Lea Berry 12/12/2018 08:43 AM	The SFA did not have production records. The records they did have show that the students do not take both the items offered for snack, however the school still counts them as a reimbursable snack. Explain, in detail, how this will be corrected and the date the correction is implemented.			